



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Request: IT Devices and Equipment for Outgoing POTUS' Office

Harrison, William B. EOP/WHO (b) (6)

Fri, Jan 15, 2021 at 2:51 PM

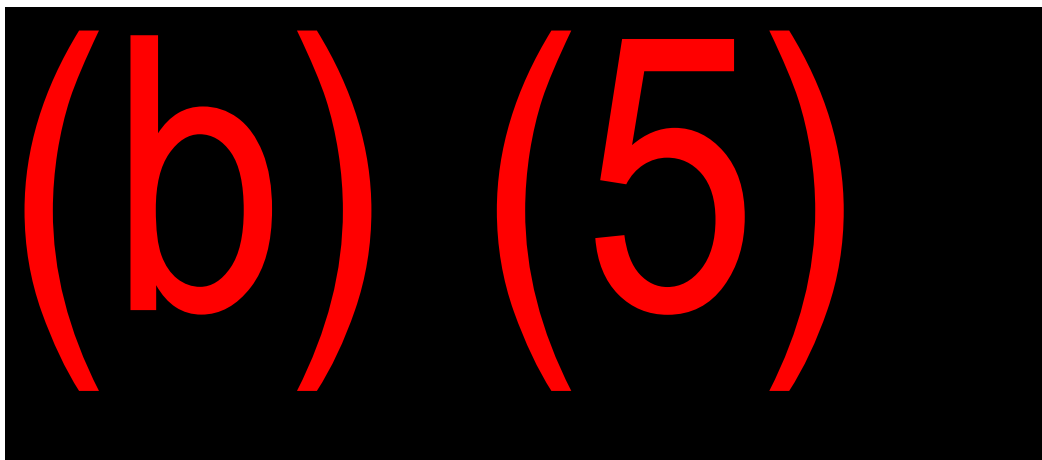
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Cc: "Michael, Molly A. EOP/WHO" (b) (6)

Kathy, Kaitlyn, and Erik – could we please go ahead and make the request for:

Cellphones:

- 12 x (b) (5)

Laptops:**VOIP Phones:**

- 10 x (b) (5)

Monitors (for Florida Office):

- 10 x (b) (5)

Printers (for Florida Office):

- 2 x HP (b) (5) Enterprise Printer
- 1 x HP (b) (5) Enterprise Printer

Please let me know if you have any questions.

3/30/2021

GSA.gov Mail - Request: IT Devices and Equipment for Outgoing POTUS' Office

Thanks,

Beau Harrison



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Outgoing POTUS -- Florida Office Requirements

William Harrison (b) (6)

Mon, Jan 25, 2021 at 11:09 AM

To: "erik.simmons@gsa.gov" <erik.simmons@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Erik – thanks for your patience as we work through our requirements down here. Please see below:

Florida Office Requirements:

- 5 x Laptops
- 7 x Monitors
- 7 x Keyboards
- 7 x Mice
- 7 x Mousepads
- 1 x Multifunction Printer

Once the order is placed, could you please let me know an estimated date of delivery for each of the items listed?

Thanks,

Beau Harrison



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: (b) (5)

William Harrison (b) (5) Wed, Mar 17, 2021 at 6:24 PM
 To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6), Desiree Sayle (b) (6)
 Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>

Confirming that none of the phones in FL are being used!

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Wednesday, March 17, 2021 10:54:35 AM

To: Jonah Wainwright (b) (6); William Harrison (b) (6);
 Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Erik Simmons - IDT <erik.simmons@gsa.gov>;
 Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>; Sherry Payne - IDTBC <sherry.payne@gsa.gov>

Subject: (b) (5)

Jonah, Beau, and Desiree --- We are extending the service for the (b) (5) that GSA provided. We would like to know which phones are being returned so we can turn the service off on those phones. Below is the list of (b) (5), please let me know by COB, today which ones can be turned off.

Thank you, Kathy

Item	GSA Asset Tag (if Applicable)	Phone Number if Applicable	Person Assigned To	Notes
(b) (5)	A088677	(b) (6)	Scott Gast	
	A088752		Kara Brooks	
	A088722		Jonah Wainwright	
	A088663		(b) (6)	
	A088533			Being returned
	A088733			
	A088577		(b) (6)	

(b) (5)	- Sent to FL	A088555	(b) (6)		
	- Sent to FL	A088331			
	- Sent to FL	A088664			
	- Sent to FL	A088646			
	- Sent to FL	A088498			
	- Sent to FL	A088411			
	- Sent to FL	A088709			
	- Sent to FL	A088528			

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 Kathleen K. Geisler
 Director
 Program Execution Division

3/30/2021

GSA.gov Mail - Re: (b) (5)

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Multi-Function Xerox Printers

William Harrison (b) (6) Mon, Feb 1, 2021 at 4:04 PM
To: Jonah Wainwright (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good here – thank you

From: Jonah Wainwright (b) (6)
Date: Monday, February 1, 2021 at 4:03 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Multi-Function Xerox Printers

Approved, please proceed.

On Mon, Feb 1, 2021 at 4:02 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau ---

The move cost for relocating 2 printers to One Potomac Yard is \$567. A 50/50 split is \$198. We are trying to schedule the move by Friday, February 5. Xerox needs 5 days notification.

Please let me know if this is approved and then we will work on the credit card transaction.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: UPS (Uninterrupted Power Supply) for One Potomac Yard

Beau Harrison (b) (6)

Thu, Feb 11, 2021 at 4:55 PM

To: Jonah Wainwright (b) (6)

Cc: Erik Simmons - IDT <erik.simmons@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Approved - thank you

On Feb 11, 2021, at 3:24 PM, Jonah Wainwright (b) (6) wrote:

Understood, this is approved.

On Thu, Feb 11, 2021 at 1:28 PM Erik Simmons - IDT <erik.simmons@gsa.gov> wrote:

Jonah,

We found a less expensive source for this equipment; therefore, it was not included in the original cabling quote. We just received the quote this week so this is why you are just getting this information.

Thanks.

Erik

On Thu, Feb 11, 2021 at 1:25 PM Jonah Wainwright (b) (6) wrote:

Why was this cost not included in the original quote?

Thanks,
Jonah

On Thu, Feb 11, 2021 at 1:23 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau and Jonah —

Once the cabling is completed, we will need to install a UPS. The cost to purchase is \$1,591.95. This would be split 50/50 which is \$795.98. I'd like to get approval to move forward with this purchase.

Please let me know as soon as possible so we can purchase by tomorrow.

Thank you, Kathy

—
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: HP Printer Request

William Harrison (b) (6)

Thu, Jan 21, 2021 at 1:55 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Confirming an updated request for 2 x HP (b) (5) Thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Thursday, January 21, 2021 at 12:02 PM

To: Beau Harrison (b) (6)

Subject: Fwd: HP Printer Request

Beau --- please see the questions below from Erik on the printers. Kathy

----- Forwarded message -----

From: Erik Simmons - IDT <erik.simmons@gsa.gov>

Date: Thu, Jan 21, 2021 at 11:01 AM

Subject: HP Printer Request

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>, Sherry Payne <sherry.payne@gsa.gov>, Brian Muolo <brian.muolo@gsa.gov>

Kathy,

Can you find out if the HP (b) (5) Enterprise Printer that was requested is actually the HP (b) (5)?

Also, they requested the HP (b) (5). Will the HP (b) (5) work for them? Its the duplex version of the HP (b) (5).

Please advise.

Thanks.

Erik

3/30/2021

GSA.gov Mail - Re: HP Printer Request

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: HP Printer Request

William Harrison (b) (6)

Thu, Jan 21, 2021 at 2:01 PM

To: Erik Simmons - IDT <erik.simmons@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Correct – thank you!

From: Erik Simmons - IDT <erik.simmons@gsa.gov>**Date:** Thursday, January 21, 2021 at 2:01 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: HP Printer Request

Beau,

Just so I am clear, you just want 2 x HP (b) (5) machines? You no longer require the HP (b) (5) ?

Please confirm.

Thanks.

Erik

On Thu, Jan 21, 2021 at 1:56 PM William Harrison (b) (6) wrote:

Confirming an updated request for 2 x HP (b) (5). Thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Thursday, January 21, 2021 at 12:02 PM**To:** Beau Harrison (b) (6)**Subject:** Fwd: HP Printer Request

Beau --- please see the questions below from Erik on the printers. Kathy

----- Forwarded message -----

From: Erik Simmons - IDT <erik.simmons@gsa.gov>

Date: Thu, Jan 21, 2021 at 11:01 AM

Subject: HP Printer Request

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>, Sherry Payne <sherry.payne@gsa.gov>, Brian Muolo <brian.muolo@gsa.gov>

Kathy,

Can you find out if the HP (b) (5) Enterprise Printer that was requested is actually the HP (b) (5) ?

Also, they requested the HP (b) (5). Will the HP (b) (5) work for them? Its the duplex version of the HP (b) (5).

Please advise.

Thanks.

Erik

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Outgoing POTUS -- Florida Office Requirements

William Harrison (b) (6)

Tue, Jan 26, 2021 at 10:30 AM

To: Erik Simmons - IDT <erik.simmons@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Could we do an HP OfficeJet Pro (b) (5)? Thank you.

Thanks,

Beau

From: Erik Simmons - IDT <erik.simmons@gsa.gov>**Date:** Tuesday, January 26, 2021 at 8:49 AM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Outgoing POTUS -- Florida Office Requirements

Beau,

We had been pricing an HP (b) (5) + toner for you (\$ (b) (4)), but your message says that you want a multifunction printer. Can you clarify exactly what you require?

Thanks.

Erik

On Mon, Jan 25, 2021 at 11:25 AM William Harrison (b) (6) wrote:

Yes - loaners would be great, as we could get those sooner.

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, January 25, 2021 11:11:15 AM**To:** William Harrison (b) (6)**Cc:** erik.simmons@gsa.gov <erik.simmons@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Outgoing POTUS -- Florida Office Requirements

Are you still looking for loaners before the purchases laptops are delivered?

On Mon, Jan 25, 2021 at 11:09 AM William Harrison (b) (6) wrote:

Erik – thanks for your patience as we work through our requirements down here. Please see below:

Florida Office Requirements:

- 5 x Laptops
- 7 x Monitors
- 7 x Keyboards
- 7 x Mice
- 7 x Mousepads
- 1 x Multifunction Printer

Once the order is placed, could you please let me know an estimated date of delivery for each of the items listed?

Thanks,

Beau Harrison

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Outgoing POTUS -- Florida Office Requirements

William Harrison (b) (6)

Tue, Jan 26, 2021 at 2:26 PM

To: Erik Simmons - IDT <erik.simmons@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved – thank you.

From: Erik Simmons - IDT <erik.simmons@gsa.gov>**Date:** Tuesday, January 26, 2021 at 2:25 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Outgoing POTUS -- Florida Office Requirements

Beau,

The quote for the HP OfficeJet Pro (b) (5) and associated ink cartridges is \$(b) (4)

Please let us know how you would like to proceed.

Thanks.

Erik

On Tue, Jan 26, 2021 at 11:01 AM Erik Simmons - IDT <erik.simmons@gsa.gov> wrote:

Yes. Let me get a quote and we will submit for your approval.

Thanks.

Erik

On Tue, Jan 26, 2021 at 10:31 AM William Harrison (b) (6) wrote:

Could we do an HP OfficeJet Pro (b) (5)? Thank you.

Thanks,

Beau

From: Erik Simmons - IDT <erik.simmons@gsa.gov>
Date: Tuesday, January 26, 2021 at 8:49 AM
To: William Harrison (b) (6)
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Outgoing POTUS -- Florida Office Requirements

Beau,

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Thanks.

Erik

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Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Monday, January 25, 2021 11:11:15 AM
To: William Harrison (b) (6)
Cc: erik.simmons@gsa.gov <erik.simmons@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Outgoing POTUS -- Florida Office Requirements

Are you still looking for loaners before the purchases laptops are delivered?

On Mon, Jan 25, 2021 at 11:09 AM William Harrison (b) (6) wrote:

Erik – thanks for your patience as we work through our requirements down here. Please see below:

Florida Office Requirements:

- 5 x Laptops
- 7 x Monitors

- 7 x Keyboards
- 7 x Mice
- 7 x Mousepads
- 1 x Multifunction Printer

Once the order is placed, could you please let me know an estimated date of delivery for each of the items listed?

Thanks,

Beau Harrison

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: HP JetPro Printer**William Harrison** (b) (6)

Tue, Feb 2, 2021 at 4:59 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved – thank you

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Tuesday, February 2, 2021 at 4:59 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** HP JetPro Printer

Beau --- Here is the estimate for the HP Printer. Once ordered it will be shipped to 136 Woodbridge to your attention.

The estimate is \$ (b) (4) Please approve and we will request funding for the order.

Thank you, Kathy

—
Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

QUOTE CONFIRMATION



DEAR ERIK SIMMONS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

(b) (4)

Shipping Address:

ERIK SIMMONS
BEAU HARRISON
136 WOODBRIDGE RD
PALM BEACH, FL 33480-5012

Phone: (b) (6)**Shipping Method:** UPS Ground

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION

(b) (6)

(b) (6)

(b) (6) @cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2021 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: OPOTUS Correspondence Office and Transition Office in Florida

William Harrison (b) (6)

Mon, Jan 25, 2021 at 3:16 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, (b) (6) (b) (6)

Could we do 4:30pm? Thank you

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Monday, January 25, 2021 3:05:45 PM

To: Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; William Harrison (b) (6); (b) (6) (b) (6) >

Subject: Re: OPOTUS Correspondence Office and Transition Office in Florida

The rent for the entire space would be approximately \$260,000 for 6 months. If we reduce to only 4A, the rent for 6 months is \$171,000 about \$89,000 less.

Thank you, Kathy

On Mon, Jan 25, 2021 at 2:44 PM Desiree Sayle (b) (6) wrote:

Kathy, thank you for including me, I wanted to weigh in that we would like to 4A and NOT 4B (which is right next to the VP's personal office). That should help with centralizing cable. Additionally, we do not need connectivity for the gift storage/filing room. We can use 10 mobile conference tables and we can use those for desks and boxes for chairs as far as I care. We just need what we can get the quickest. Thank you for your amazing help. Des

On Mon, Jan 25, 2021 at 2:26 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau —

I'd like to follow up on the transition space at One Potomac Yard and the Transition Office in Florida.

Correspondence Office

1. I've attached a revised drawing of the space. The entire space is 9224 USF. If we eliminate 4A -- the space reduces to 6063 USF. I'm having an estimate of the rental costs developed now and will forward once completed for both sizes.
2. I have 2 questions on the drawing -- one can the 3 office be moved closer to 4B and does the file room require connectivity. We are trying to eliminate or reduce cabling costs and issues that require additional work and costs.
3. I have located 20 conference tables in the ROB where I'm sitting. Do you want these 20 delivered or 10. I can also have the bench seating for Desiree and Madison with pedestals delivered as well. Plus desk chairs -- how many desk chairs would you like? I can also have a locking file cabinets delivered - how many would you need? I believe we have whiteboards and other screens -- will inventory tomorrow.
4. Executive office furniture we will probably need to get on the visit tomorrow.
5. I'm having office supplies that are in stock delivered on Wednesday. We will order what we don't have and I'll see when that delivery will arrive.
6. We will also look at Franconia warehouse for the shelving needed for the mailboxes.
7. IT Requirements:

- 8 GSA loaner laptops with Microsoft Word
- 2 Multi-functioning Printers
- 1 Desktop --- Erik will need specs for the printer
- 1 Large TV
- 3 Small TVs for the offices
- If we need cable service we will need to purchase.
- Need to discuss the other software needed with Erik to purchase licenses.

Transition Office

1. Written requirements for the transition office and the permanent office -- identify revised direction.
2. Written release that OPOTUS is giving up 136 Woodbridge -- will need this in writing for the file so that the space can be released to (b) (5)
3. Discuss the GSA process to lease space at Mar-a-Lago, if that is determined to be the long term solution.
4. Discuss financial obligations, reimbursement, and potential costs for change in requirements in accordance with the MOU.

Sorry, this is such a long email. Wanted to put in writing what we need to discuss and finalize. Can we meeting this afternoon around 4 pm? Kaitlyn will send an invite and you can let us know if that time works for you.

Thank you, Kathy

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)

--
Desiree Thompson Sayle

(b) (6)

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: One Potomac Yard Space Cost

William Harrison (b) (6)

Wed, Jan 27, 2021 at 1:09 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, (b) (6) (b) (6)

Please move forward with the plan for blocks 4A and 6. Thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Wednesday, January 27, 2021 at 11:07 AM**To:** Desiree Sayle (b) (6)**Cc:** Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD

<kaitlyn.schneider@gsa.gov>, (b) (6) (b) (6)

Subject: Re: One Potomac Yard Space Cost

Beau --- I wanted to check to see if you have decided on the block of space for correspondence. I want to order the cabling so we can get connectivity completed.

On Tue, Jan 26, 2021 at 5:02 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Thank you. Understood. I'll check in with Beau tomorrow.

On Tue, Jan 26, 2021 at 4:58 PM Desiree Sayle (b) (6) wrote:

Kathy, just wanted to be sure to clarify that Beau still needs to weigh in with final approvals of the our preferences, but we will make any space work! Thank you again for all of your help. Des

On Tue, Jan 26, 2021 at 4:05 PM Desiree Sayle (b) (6) wrote:

Kathy, I think the DC team is good with occupying just 4A and 6, the file room. The furniture requested today will allow us to fully utilize the large space to accommodate staff and volunteers working together. Thank you for your help! Des

On Tue, Jan 26, 2021 at 3:46 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau, Desiree, and Madison ---

Here is the cost difference for the space.

Blocks 4A, 5, 6 (Open space, conference room and file room)

1 month is approximately \$24,356 --- 6 months is approximately \$146,136

Blocks 4A and 6 (Open space and file room)

1 month is approximately \$20,452 -- 6 months is approximately \$122,712

The difference is \$23,424.

Please let me know which block you would like to occupy.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Desiree Thompson Sayle

(b) (6)

--

Desiree Thompson Sayle

(b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

3/30/2021

GSA.gov Mail - Re: One Potomac Yard Space Cost

| (b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Follow Up Items

William Harrison (b) (6)

Wed, Jan 27, 2021 at 1:41 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thanks Kathy – answers below:

- Good to go on the mentioned blocks at One Potomac Yard.
- Yes, could we please purchase the 7 keyboards and mice for the workstations down here? No need for docking stations, I believe that we will be able to connect them via USB cabling.
- And yes, could we please use the 136 Woodbridge Address?

One small request – moving forward, could you guys use my (b) (6) email as opposed to my (b) (6)? Just want to be sure I don't miss anything!

Thanks,

Beau

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Wednesday, January 27, 2021 at 1:05 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Follow Up Items

/Beau --- a few quick follow up questions that I'd like to see if we can move forward on:

1. Approval of SF for space at One Potomac Yard for the correspondence office so we can move forward with cabling.
2. Wanted to see if you wanted to purchase keyboards, docking stations, mouse instead of borrowing and then needing to return for the 5 laptops and monitors you are purchasing.
3. We can't use a personal address for shipping --- do you want us to ship to 136 Woodbridge since (b) (5) will be there?

Thank you, Kathy

--

3/30/2021

GSA.gov Mail - Re: Follow Up Items

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: One Potomac Yard Occupancy Agreements**William Harrison** (b) (6)

Mon, Feb 1, 2021 at 9:54 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, TC Hairston <tc.hairston@gsa.gov>, Davena Proctor <davena.proctor@gsa.gov>, Carole Sneed - WPXWA <carole.sneed@gsa.gov>

Good morning Kathy – signed OA attached.

Thanks,

Beau

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Friday, January 29, 2021 at 6:14 PM**To:** Jonah Wainwright (b) (6) William Harrison

(b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, TC Hairston <tc.hairston@gsa.gov>, Davena Proctor <davena.proctor@gsa.gov>, Carole Sneed - WPXWA <carole.sneed@gsa.gov>**Subject:** One Potomac Yard Occupancy Agreements

Beau and Jonah --- I wanted to remind you to sign the Occupancy Agreement to occupy One Potomac Yard. Please do so at your earliest time so the team responsible for the space can take the appropriate action in our billing system.

I've attached the OAs for your convenience. Please return the signed OAs as soon as possible.

Thank you, Kathy

TC and Davena --- the red outline is the Outgoing POTUS Correspondence Office and the yellow outline is the Outgoing Vice President Transition Office. They are sharing the pantry space. We have scheduled the furniture move for Sunday (weather permitting). Kevin Ward has been notified and I believe we have loading dock and freight elevator access.

Calvert Jones and myself will be on-site for the move.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



One Potomac Yard OA -- Signed.pdf

4278K

Signed Agreement and Financial Summary

OCCUPANCY AGREEMENT
Between
GSA TRANS OUT PRES (4728)
And
GENERAL SERVICES ADMINISTRATION

AVA09142	Draft	Version:	4	Date Last Modified:	28-Jan-2021
VA0907ZZ		LVA01718			

GSA TRANS OUT PRES (Code 4728) will occupy 4,478.50 usable (5,353.04 rentable) square feet of space and 0 structured parking spaces and 0 surface parking spaces at ONE POTOMAC YARD (VA0907) located at 2777 Crystal Dr, ARLINGTON, VA, for a period of 1 months commencing on or about 01/20/2021.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses**Promoting Efficient Spending****Reduce the Footprint**

The Office of Management and Budget Memorandum, "Promoting Efficient Spending to Support Agency Operations" issued on May 11, 2012 and Management Procedures Memorandum issued on March 25, 2015, have established a Reduce the Footprint policy for executive agencies. GSA TRANS OUT PRES is responsible for making sure their space request is consistent with any applicable square foot reduction targets and can contact TotalWorkplace@gsa.gov for help developing agency-wide space design standards that optimize their space usage.

Federal Specific Mandatory Clauses**Financial Terms**

While this Occupancy Agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that unless otherwise specified: The tenant agency may relinquish space upon four (4) months notice. Thus, at any future time, the tenant agency's financial obligation can be reduced to four (4) months of rent, plus the unamortized balance of any tenant improvements financed through PBS, plus any rent concession not yet earned. Any free Rent or other concession given at the beginning of the occupancy term must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS. The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations. Any free Rent or other concession given at the beginning of the occupancy term (for

OA #: AVA09142 OA Status: Draft Version: 4 Loc Code: VA0907ZZ

all occupancy types) must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS.

The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations.

The tenant's future years obligation to pay Rent is subject to the availability of funds, but the tenant agrees to make a good faith effort to meet its obligations as they arise.

Federal Construction

In the case of Federal construction, the parties agree that PBS is responsible for providing the funds necessary to acquire land (if appropriate), design and construct the building shell, and fund the tenant agency's tenant improvement allowance. The tenant agency is responsible for any tenant improvement costs in excess of the tenant improvement allowance. The parties further agree that savings or cost over-runs on the acquisition of land or the design and construction of building shell will not result in increases or decreases in the tenant allowance amount, except in the case of prospectus level projects, where bids for the construction of the shell are over the approved budget. In this case, it is permissible to lower the tenant allowance in order to increase the shell budget, but only with approval of the tenant agency. The tenant agency can appeal to the PBS asset manager in cases in which the agency's assigned tenant improvement allowance is inadequate to provide basic functionality for the space.

Building Services

Building services to be provided are outlined in the PBS Pricing Desk Guide. Additional or upgraded services beyond those identified are provided by PBS on a reimbursable basis. Charges for certain recurring reimbursable services may be billed on the PBS Bill. Recurring charges for overtime utilities, enhanced custodial services, mechanical O&M HVAC, mechanical O&M Other and additional guard services are eligible for billing on the PBS Bill provided the tenant agency has been designated as a "participating agency". The charges must be initiated by the tenant agency and renewed annually. The recurring RWA processing fee will be assessed against each service billed.

Federal Rent Charges

Federal rental charges will consist of a shell rent plus amortized tenant improvements, if applicable. There may be additional charges for operating expenses, security, joint use, parking, and other space items such as antennas. In 2017, GSA transitions to 10-year rates for occupancies in buildings where new appraisals are available. OAs will be transitioned to a 10-year rate as the current shell rate terms expire. The shell or "as is" rent will be reset every 10 years. For OAs in a building without a new 10-year appraisal, the shell rate or as is rate will continue to be set for periods up to but not beyond 5 years. These OAs will transition to the new 10-year rate no later than FY22 as their current rate terms expire. In the case of buildings priced on a "Return on Investment" approach, the rent attributable to the original shell improvements will remain level for the duration of the OA. If additional capitalized shell replacements or improvements are made, the Shell Rent rate will be adjusted every 5 years to reflect the additional investment. Charges for operating expenses, joint use space, parking, antennas and security may be adjusted on an annual basis.

Obligation to Pay Rent

The Tenant agency's obligation to pay rent for the space governed by this OA commences when both of the following occur: the space is substantially complete and operationally functional. Occupancy and rent start will be coordinated with the Tenant.

1. The space is ready for occupancy of personal property, typically the substantial completion date. Substantial completion is signaled by PBS's acceptance of the space as substantially complete in accordance with the general construction contract documents. "Substantially complete" and "substantial completion"

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mean that the work, the common and other areas of the building, and all other things necessary for the Government's access to the premises and occupancy, possession, use and enjoyment thereof, as provided in the general construction contract, have been completed or obtained, excepting only such minor matters as do not interfere with or materially diminish such access, occupancy, possession, use or enjoyment

PBS will offer to an authorized representative of the Tenant the opportunity to participate in a walk-through of the space prior to final acceptance of the space as substantially complete by PBS. The authorized representative of the Tenant will make himself or herself available so as to not delay the walk-through of the space. The authorized representatives of PBS and the Tenant will itemize any defects and omissions (D&Os, or "punch list") of the construction project that will need to be corrected prior to final contract payment. Provided that the D&Os are minor matters not materially diminishing use of the space, the authorized representative of PBS, acting on behalf of the Government and its Tenant, will determine substantial completion.

2. The space is operationally functional. Operationally functional means that the building systems included in the general construction contract must function and GSA-provided building-specific safety and security features must be operational. Related space that is necessary for a Tenant to function due to workflow adjacencies must be complete before rent commences

For large projects that entail phased occupancy of the Tenant's space, rent will commence on the individual blocks of space when they are substantially complete and operationally functional. The blocks will be added to the Agency Space Assignment (ASA) incrementally. In the case of phased occupancy with separate ASAs (example, different Agency/Bureau codes), the rent start date for each ASA will occur when the space associated with it is substantially complete and operationally functional.

If there is a substantial punch list for the space that would interfere with the Tenant's full access, occupancy, possession, use and enjoyment of the space, and the Tenant chooses to move in anyway, GSA will negotiate a rent discount with the Tenant while the punch list work is being completed. If after hours work is required, GSA will ensure that adequate security is provided while the contractor is in the Tenant's space.

Once the above 'substantially complete' and 'operationally functional' requirements have been met, rent will commence. GSA does not provide tenant agencies a grace period prior to rent commencement to accomplish the physical move into the space or to allow for the installation of personal property such as phones, furniture, computers, etc. However, rent should not start until those personal property items that have been included in the General Services Administration's general construction contract, such as telephone and data systems or audio/video systems, are operational unless the Tenant chooses to move into the space pursuant to the preceding paragraph.

Tenant Agency Move

In the event the space covered by this OA involves a tenant agency move, once a design and construction schedule has been established it must be incorporated into this OA. Once part of this OA, the schedule becomes binding upon the tenant agency as well as upon PBS. Delay in project completion caused by either a) tenant agency failure to meet the review and approval times provided in the construction schedule, or b) tenant changes to project scope, will be borne by the tenant agency. As a consequence of tenant-caused delay, PBS may decline to postpone the scheduled substantial completion date (thereby advancing Rent commencement for the space) by the duration of the tenant-caused delay, on a day-to-day basis; this may result in rent charges at two locations simultaneously for the tenant. Additional direct expenses caused through tenant-caused delay or changes in project scope are chargeable against the tenant allowance; in the event the tenant allowance has been exhausted, the tenant must pay the lump sum cost by RWA. In summary, the tenant is responsible for the delay claim of the affected contractor and for rent that GSA budgeted to start on the date included in the Occupancy Agreement. If partial occupancy of the building is

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not possible due to one agency change, that agency is liable for the other tenant's rent who are unable to occupy their space on the date contained in their Occupancy Agreement. The rent start date should be adjusted for delay of occupancy caused by PBS failing to deliver the real property on time. The rent start date should not be adjusted for delay of occupancy caused by a GSA contractor failing to install personal property on time with one exception. For those personal property items that have been included in the general construction contract, such as telephone and data systems, or audio/video systems, and the systems are not ready, the rent start date should be adjusted. Delayed furniture delivery and installation, which is not part of the general construction contract, is not reason for delaying the rent start date. In its role as building owner, PBS may also be the cause of delay. Expenses associated with PBS-caused delay incurred by the tenant, for such things as additional storage for furniture, re-procurement expense, or additional consulting fees, will be credited against the tenant's rent obligation to PBS for the new space. In the case of excusable delay (e.g., force majeure or any other delay the cause of which is beyond the reasonable control of either PBS or the tenant agency), neither PBS nor the tenant agency may pursue the other for the consequences of the delay.

Occupancy Agreement Iterations

The parties hereby agree that iterations of OAs prepared before completion of a building design, and before final security/joint use charges are provided, contain preliminary financial terms only. Financial terms in preliminary OAs are estimates for budgeting purposes, and are updated through additional OA versions as business terms evolve throughout the space acquisition. Accordingly, execution by the tenant agency on preliminary OAs constitutes that agency's commitment to the project, and is required prior to PBS awarding any contract for: design, construction/alterations, and/or a lease. Until site purchase or contract award to a design architect, the tenant agency has the right to cancel the proposed project without financial obligation.

PBS Services

The services that PBS provides may be found in the fifth edition of the Pricing Desk Guide. Unless PBS provides otherwise in writing, the cost of these services is included in PBS's rents and fees. Any services beyond those identified in the Pricing Desk Guide are provided by PBS for an additional charge.

Alterations by Tenant Agency

The tenant agency agrees that it will undertake no alterations to the real property governed by this OA without prior approval from PBS.

Payment of Tenant Improvements

The tenant agency must pay for tenant improvements in excess of the allowance by RWA. The tenant agency also has the right to pay lump sum for tenant improvements below the allowance threshold. The ability to make lump sum payments below the allowance threshold is only available at assignment inception, and only for the customization component of the allowance in new space. In backfill or relet space, if the tenant can accept existing tenant improvements "as is" or with modifications, the tenant can elect to waive all or part of the general allowance. Further, once the tenant allowance is set, if the agency then wishes to make a lump sum payment for improvements which are charged against the allowance, PBS cannot accept payments below the allowance threshold by RWA.

Move Cost Responsibilities

At the end of this OA term, if the tenant cannot remain in the space covered by this OA, the tenant is responsible for funding the physical move to new space. In the event PBS displaces or allows another user to displace the tenant before the expiration of the OA term, PBS must fund, or require the new user to fund, the tenant's physical move, and relocation of the tenant's telecommunications equipment. PBS must also reimburse, or require the new user to reimburse, the tenant for the undepreciated value of any lump sum payments the tenant made toward tenant improvements and the Rent differential at the new location until the displaced agency has time to budget. The Rent differential is calculated on all elements of Rent except the amortized tenant improvement cost. In the event of a PBS disposal of a building or an approved prospectus project requiring the agency relocation from this space before the expiration of the OA term,

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PBS will fund tenant agency move costs unless PBS has provided 3 years' written notice of the action. In the event PBS provides 3 years' written notice, the agency is responsible for funding the physical move to new space.

Replacement Responsibilities

The parties agree that PBS is amortizing through a specific charge in Rent the portion of the tenant improvement allowance the tenant elects to use. The tenant has funding responsibility for replacement, renewal or alteration of tenant improvements. PBS is responsible for replacement and renewal of all building shell elements.

Environmental and Safety Standards and Regulations

The tenant agency will comply with all applicable Federal, State, and local environmental, health & safety laws and regulations, such as but not limited to those issued by the U.S. Environmental Protection Agency (EPA) under Title 40 of the Code of Federal Regulations (CFR); the U.S. Occupational Safety and Health Administration (OSHA) under Title 29 of the CFR; the Federal Management Regulation sections that relate to safety and environmental management (41 CFR part 102-80, subpart B); and all applicable laws and regulations set by State and local regulatory agencies.

OA Renewal

In the event of a continued occupancy after expiration with no additional space and with no additional tenant improvements provided, the tenant agency will be financially responsible for an extension of this agreement at the market rates in place at the time of the expiration. The rates and term of the extension will be set according to the policy at the time of the extension. The tenant agency rights to relinquish space as specified in this OA remain in effect.

Other Mandatory Clauses**Security Services**

Beginning in FY 2005, payment for FPS provided Basic and Building Specific Operating Security will be made to the Federal Protective Service (FPS), Department of Homeland Security (DHS) and will be separate from rental payments to GSA (OMB Object Class 23.1). Charges for FPS provided security are determined by, and may be obtained from, FPS.

GSA Mandatory Clauses**Space Utilization for GSA Occupancy**

Tenant agency personnel in this space include federal employees and contractors. The utilization rate for this space will be USF/person. For instructions on how to count personnel, please refer to the GSA directive OAS P 7005.1 Internal Space Allocation, Design, and Management Policy

Regional Mandatory Clauses**Building Service Hours**

Core hours of building service hours will be from Monday through Friday with the exception of Federal Holidays. Services requested and provided outside of core hours are considered overtime and will be reimbursed to PBS by Reimbursable Work Authorization (RWA).

Optional Clauses**Ad Hoc Clauses****AVA09142 Purpose of the OA**

The purpose of this occupancy agreement (OA) is to commence billing for the Transition of the Outgoing President at One Potomac Yard (Building # VA0907) at 2777 Crystal Drive, Arlington, VA. The agency will occupy spaces for 4A (3,161 usf) and 6 (1,197 usf) and 50% of pantry space (120.5 USF) for a total of 4,478.50 usable on the 12th floor.

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I agree to the initial terms with the understanding modifications will be made over time.

Approved (b) (6)	Approved <small>DocuSigned by:</small> <i>Kathleen K. Geisler</i>
Agency Representative <i>SEAN HARRISON</i>	GSA Representative <small>309F9B09117244D...</small>
Title	Title Director GSA Outgoing Presidential Transition
Date 2/1/21	Date February 1, 2021

OA #: AVA09142 OA Status: Draft Version: 4 Loc Code: VA0907ZZ

TRANSITION- Outgoing President Correspondence Office_4A
and 6

Page: 1 of 1

AVA09142

Draft
GSA TRANS OUT
PRES

Version: 4 Date Last Modified: 28-Jan-2021

4728

VA0907ZZ

LVA01718

OA Start Date:

20-Jan-2021

Fiscal Year: 2021 Partial

OA End Date:

01-Mar-2021

Period: 20-Jan-2021 to 01-Mar-2021

	Charge Basis	Monthly Charge	Annual Rate
1. Shell Rental Rate			
a. General	5,353	\$13,586.08	\$30.456143000
3. Operating Costs ##	5,353	\$4,787.87	\$10.733054000
4. Real Estate Taxes	5,353	\$1,268.61	\$2.843857000
A. Market Rent SubTotal	5,353	\$19,642.56	\$44.033054000
11. PBS Fee	5,353	\$1,374.98	\$3.082313788
B. Agency Rent SubTotal	5,353	\$1,374.98	\$3.082313788
C. Joint Use SubTotal		\$0.00	
D. Total Annual Rent (A+B+C)	5,353	\$21,017.54	
E. Adjustments SubTotal		\$0.00	
F. Total Rent Bill(D+E)		\$21,017.54	
G. Total Antenna Bill		\$0.00	
H. Total Reimbursable Services Bill		\$0.00	
I. Total PBS Bill (F+G+H)		\$21,017.54	
J. LUMP SUM ITEMS			
## Operating Cost Escalation Applies	Customization Tier		2
	Amortization Terms (in months)		1
	PBS Fee is		7%

Note: ANSI Rentable of 5,353 is 4,478 Assigned Usable Space PLUS 875 Common Space. R/U Factor is 1.195276185

(b) (5)

SPACE 1 (Office): 250 USF
SPACE 2 (Office): 195 USF
SPACE 3 (Reception): 388 USF

SPACE 4A & 4B (Open Office): 6,362 USF
SPACE 5 (Conference Room): 832 USF
SPACE 6 (File Room & Support): 1,197 USF

(b) (5)

ONE POTOMAC YARD 12th FLOOR



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: OPOTUS - Laptops - Budget Approval

Beau Harrison

Thu, Jan 21, 2021 at 9:49 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Beth Anne Killoran - ID <beth.killoran@gsa.gov>

Ok - let me get confirmation this morning, and I'll follow up with you shortly.

On Jan 21, 2021, at 9:34 AM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau —

We are ready to place the order for the laptops that you specified - (b) (5). The estimate is \$52,448 and the delivery date estimate is March 28.

I'd like your approval to approve the purchase. Please approve as soon as possible so we can place the order.

Thank you, Kathy

—
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Quote for (b) (5)**William Harrison** (b) (6)

Mon, Jan 25, 2021 at 4:27 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved - please move forward with the order. Thank you.

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, January 25, 2021 3:47:39 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Fwd: Quote for (b) (5)

Beau --- attached is the quote for the 5 laptops and monitors. It is approximately \$20,500. Let me know if this is approved and we will move forward with the placing of the order. Thank you, Kathy

----- Forwarded message -----

From: Erik Simmons - IDT <erik.simmons@gsa.gov>**Date:** Mon, Jan 25, 2021 at 3:42 PM**Subject:** Fwd: Quote for (b) (5)**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Cc:** Laurie Schimmel - PQC <laurie.schimmel@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Kathy,

Attached is the new laptop/monitor quote.

If you could let me know if the new amount \$20,457.32 works for the customer, I will update the PR and re-route for funding and contract action first thing tomorrow. I believe you are meeting with them at 4pm.

Thanks.

Erik

----- Forwarded message -----

From: (b) (6) <@imprestechology.com>**Date:** Mon, Jan 25, 2021 at 3:21 PM**Subject:** RE: Quote for (b) (5)**To:** Erik Simmons - IDT <erik.simmons@gsa.gov>

Good afternoon Erik,

See attached and revised quote to reflect the quantities being request.

Please let me know if you have questions and please knowledge receipt of quote.

Regards,

(b) (6)

From: (b) (6)
Sent: Wednesday, January 20, 2021 7:57 PM
To: 'Erik Simmons - IDT' <erik.simmons@gsa.gov>
Subject: RE: Quote for (b) (5)

Erik,

I misspoke and we actually got this approved quicker than anticipated.

Approved SEWP quote attached.

Please let me know if you have questions or if something doesn't look right.

Regards,

(b) (6)

From: (b) (6)
Sent: Wednesday, January 20, 2021 5:17 PM
To: Erik Simmons - IDT <erik.simmons@gsa.gov>
Subject: Quote for (b) (5)

Hi Erik,

Hope you're well.

I'm reaching out to you as I was advised to send you a quote for Qty(15) (b) (5)

As today is Inauguration Day, the SEWP office is closed and we are unable to have these items approved on SEWP today.

I wanted to get a quote over to you so that you could see the configuration and pricing as those items will remain the same.

I will follow up with you tomorrow with a revised quote that will reflect an approved quote from our SEWP contract.

v/r,

(b) (6)

Account Executive, Civilian

IMPRES Technology Solutions, Inc.

Transforming *Their* Technology into *Your* Solutions

SBA HUBZone Certified - ISO 9001:2015

(b) (6) - Mobile

(b) (6) @imprestechology.com



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--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Follow Up Items

William Harrison (b) (6)

Wed, Jan 27, 2021 at 1:41 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thanks Kathy – answers below:

- Good to go on the mentioned blocks at One Potomac Yard.
- Yes, could we please purchase the 7 keyboards and mice for the workstations down here? No need for docking stations, I believe that we will be able to connect them via USB cabling.
- And yes, could we please use the 136 Woodbridge Address?

One small request – moving forward, could you guys use my (b) (6) email as opposed to my (b) (6)? Just want to be sure I don't miss anything!

Thanks,

Beau

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Wednesday, January 27, 2021 at 1:05 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Follow Up Items

/Beau --- a few quick follow up questions that I'd like to see if we can move forward on:

1. Approval of SF for space at One Potomac Yard for the correspondence office so we can move forward with cabling.
2. Wanted to see if you wanted to purchase keyboards, docking stations, mouse instead of borrowing and then needing to return for the 5 laptops and monitors you are purchasing.
3. We can't use a personal address for shipping --- do you want us to ship to 136 Woodbridge since (b) (5) will be there?

Thank you, Kathy

--

3/30/2021

GSA.gov Mail - Re: Follow Up Items

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Computer Monitor Order -- Please Cancel

William Harrison (b) (6)

Mon, Feb 1, 2021 at 2:10 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Good afternoon – could we please cancel the order for the 7 Dell Computer Monitors?

The IT Consulting Company that we've been working with has been able to provide them.

Thanks,

Beau



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Laptops for Outgoing President

Erik Simmons - IDT <erik.simmons@gsa.gov>

Mon, Feb 1, 2021 at 2:25 PM

To: Laurie Schimmel - PQC <laurie.schimmel@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Beth Anne Killoran - ID <beth.killoran@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>, Sherry Payne <sherry.payne@gsa.gov>

Laurie,

We now have permission to move forward with the laptop order (Laptops Only). Please use the attached revised quotation. Since the existing PR (EQIDRC-20-0019-M0004) has adequate funding for the laptops, we can use that one.

The delivery address for these 5 laptops is as follows:

136 Woodbridge Road
Palm Beach, FL 33480

POC - Beau Harrison**(b) (5)**

Please let me know if you have any questions or concerns.

Thanks.

Erik



SEWPV_ (b) (5) _1216576001.pdf
457K



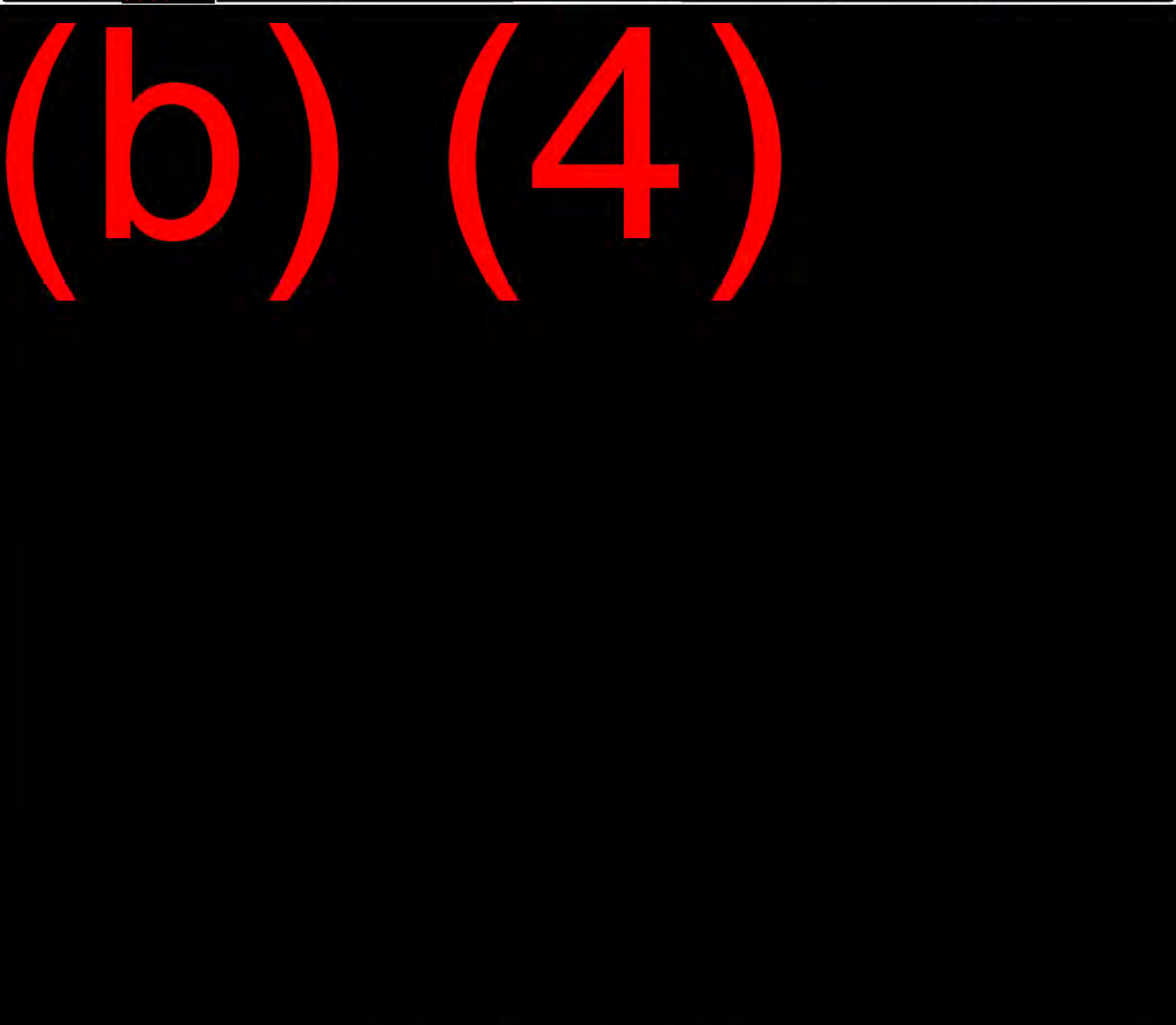
5475 Mark Dabbling Blvd., Suite 320, Colorado Springs, CO 80918
T.562-298-4030 F.562-298-4031

Quote # 1216576001
Date 1/28/2021
Expires 3/21/2021
Contract SEWP V
Contract No NNG15SD41B

Sold To
GSA Simmons, Erik
Email: Erik.simmons@gsa.gov

Ship To
GSA Simmons, Erik
Email: Erik.simmons@gsa.gov

Sales Person	Description	Terms
(b) (6)	(b) (5)	Net 30



(b) (4)

Respectfully,

(b) (6)

Inside Sales Representative

(b) (6)

@imprestechtechnology.com

(b) (6)

Federal Account Executive

(b) (6)

@imprestechtechnology.com



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

FW: Conference call subscription

William Harrison (b) (6)

Wed, Jan 27, 2021 at 4:32 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Hey Kathy and Kaitlyn – would we be able to purchase a subscription to the Go To Meeting Professional Plan?

Thanks,

Beau

From: Eliza Thurston (b) (6)

Date: Wednesday, January 27, 2021 at 11:24 AM

To: William Harrison (b) (6)

Subject: Conference call subscription

Beau,

Will GSA cover the cost of a conference line subscripon? The c ost for a monthly "Professional Plan" subscripon is \$14/mon th.

<https://www.gotomeeting.com/meeting/pricing>

Eliza Thurston

(b) (6)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Conference call subscription

William Harrison (b) (6)

Thu, Jan 28, 2021 at 11:22 AM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Yes, this expense is approved. Could you please have the registration under my email?

Thanks,

Beau

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, January 28, 2021 at 11:21 AM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** Re: Conference call subscription

Good morning Beau,

We were given the okay to purchase the GoToMeeting subscription with the appropriated funds.

Does your email serve as approval to go ahead with this order of \$14/month plus any applicable taxes for 6 months?

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Jan 27, 2021 at 3:53 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

We will check.

Sent from my iPhone

On Jan 27, 2021, at 4:32 PM, William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – would we be able to purchase a subscription to the Go To Meeting Professional Plan?

Thanks,

Beau

From: Eliza Thurston (b) (6)
Date: Wednesday, January 27, 2021 at 11:24 AM
To: William Harrison (b) (6)
Subject: Conference call subscription

Beau,

Will GSA cover the cost of a conference line subscripon? The cost for a monthly "Professional Plan" subscripon is \$14/month.

<https://www.gotomeeting.com/meeting/pricing>

Eliza Thurston

(b) (6)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Approval for the Move Contract from 20 Massachusetts to One Potomac Yard

William Harrison (b) (6) Fri, Jan 29, 2021 at 11:32 AM
To: Jonah Wainwright (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved – thank you

From: Jonah Wainwright (b) (6)
Date: Friday, January 29, 2021 at 11:01 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: William Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Re: Approval for the Move Contract from 20 Massachusetts to One Potomac Yard

I approve the contract and split the cost in half.

Thanks,

Jonah Wainwright

(b) (6)

On Fri, Jan 29, 2021 at 10:13 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau and Jonah —

Attached is the proposal for the move contract for this Sunday. I will need your approval to move forward. My recommendation is to split the cost in half.

Once you approve, I'll have the contracting officer review and award the contract.

Thank you, Kathy

—

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



T P M G R O U P

January 28th, 2021

Cheryl D. Williams
GSA-Presidential Transition Support Team

1401 Constitution Ave NW

Washington DC 20270

Dear Cheryl,

Tyson Project Management Group LLC is please to submit our response to GSA - Presidential Transition Support Team.

Tyson Project Management Group, LLC (TPM Group) is an 8(a) and HUBZone SBA certified, minority owned, full-service relocation and logistics company operating since 2009. TPM is uniquely qualified to provide superior expertise, execution and value for recurring moving, logistics, and related services.

Proposal POC

(b) (6)

Vice President, Operations

TPM Group, LLC

DUNS Number: 830222209

Location Address and Phone Number

1220 12th Street SE Suite G80

Washington DC 20003-3732

(b) (6) (o) (b) (6) (c)

Tax ID Number: 26-4539879

Should there be any questions regarding this proposal, please do not hesitate to contact me anytime at (b) (6)

[@tysonpmgroup.com](mailto:(b) (6)@tysonpmgroup.com)

(b) (6)

(b) (6)

Vice President, Operations

TPM Group

Move Scope:

Relocate OPTUS offices and outgoing VP offices from 20 Mass Ave NW to 2777 Crystal Drive Arlington VA.

OPOTUS

(4) desk chairs

(1) conference table

(10) conference table chairs

(4) desk sets with cadenzas, bookshelf, and lateral file cabinets

(1) Round table with 4 chairs

(1) sofa

4 (at least 5 more if we can find them) metal shelving units.

2 push carts

1 locking cabinet

Outgoing VP

Refrigerator (Large)	2
Table (6ft works)	1
Chair	4
Waste Bin	10
Desk	10
Desk Chair	10
Soft Chairs	8
Coffee Table	2
Floor Lamp	1
Coat Tree	1
Executive Desk	2
Executive Desk Chair	2
Credenza	2
End Tables	4
Bookcase	3
Conference Tables (9ft tables)	2
Conference Chairs	15
Portable Standing desk units	4
File Cabinet	8
Table (small round)	1
Chair	4

Pricing proposal for Sunday 1/30/21 move from Mass Ave.

(b) (4)

Approved By _____ Date _____

Terms Net 30



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: One Potomac Yard Cabling and Comcast Service

1 message

William Harrison [REDACTED]

Fri, Jan 29, 2021 at 5:55 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Approved - thank you.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Friday, January 29, 2021 5:27 PM**To:** Jonah Wainwright; William Harrison**Cc:** Kaitlyn Schneider - QMDDD; Erik Simmons - IDT**Subject:** One Potomac Yard Cabling and Comcast Service

Beau and Jonah- --

Attached are the estimates for the cabling and the Comcast service for connectivity. The cabling is \$9469.13. This split 50/50 is \$4734.57.

The One time cost for the installation of the Comcast service is \$(b) (4) and the monthly service is # (b) (4) for 6 months.

This totals:

Cabling - \$4734.57

Comcast - \$ (b) (4)

One-time cost of \$ (b) (4)

Monthly Comcast Service

\$(b) (4)

Total cost over 6 months \$5889.75 EACH.

Once you approve the cost, we will place the order on a credit card..

Thank you, Kathy

--
Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: One Potomac Yard Cabling Estimate

William Harrison (b) (6)

Tue, Feb 2, 2021 at 10:18 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>

Approved – thank you

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Tuesday, February 2, 2021 at 10:16 AM**To:** William Harrison (b) (6), Jonah Wainwright

(b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>

Subject: One Potomac Yard Cabling Estimate

Beau and Jonah --- attached is the revised quote for the One Potomac Yard. The cabling total is \$9,295.53 split 50/50. Ths 50/50 split is \$4,647.77. The total is found at the bottom of page 1. We will not exercise the option for the UPS found on page 2.

Please approve this estimate and we will purchase using the credit card.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Beau and Jonah --

William Harrison (b) (6)

Thu, Feb 11, 2021 at 3:22 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved – thank you

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Thursday, February 11, 2021 3:20 PM**To:** William Harrison (b) (6); Jonah Wainwright (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Beau and Jonah --The cost for the internet service from Comcast is **\$2310.35***The cost would be split 50/50.**\$1155.18 - Outgoing Presidential Transition**\$1155.17 - Outgoing Vice-Presidential Transition*

Please provide your approval and we will purchase on the credit card.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



COMCAST BUSINESS SERVICE ORDER

Company Name:One Potomac Yard

Order #26994665

Service Location:

Billing Location:

Address 12777 CRYSTAL DRIVE

Address 212TH FLOOR

CityARLINGTON

StateVA

Zip22202

Address 11800 F STREET, NW

Address 2

CityWashington

StateDC

Zip20405

Primary Contact NameErik Simmons

Primary Contact Phone(b) (6)

Primary Contact Email

Billing Contact NameErik Simmons

Billing Contact Phone(b) (6)

Billing Contact Email

Service TermMonth To Month

Tax ExemptNo

Service(s)	Qty	Monthly Service Charge ¹	Non-Recurring Charge ²
Business Internet			
Business Internet 300	1	\$	(b) (4)
Equipment Fee	1	\$	
Additional Fees			
Standard Installation Fee	1		
Total Charge for Service Order		\$ 368.40	\$ 99.95

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. Customer must provide thirty (30) days' prior notice to Comcast in order to terminate a Service Order or the Agreement. Any termination of a Service Order or the Agreement may be subject to early termination fees in accordance with the Business Services Customer Terms and Conditions.



COMCAST BUSINESS SERVICE ORDER

Company Name: One Potomac Yard Order # 26994665

4. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx
Signature
Name
Title
Date

FOR COMCAST USE ONLY	
Sales Representative	<div>(b)(4)</div>
Sales Representative Code	
Sales Manager Name	
Sales Manager Approval	
Division	
SmartOffice License Number	



COMCAST BUSINESS SERVICE ORDER

Company Name: One Potomac Yard Order # 26994665

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="DOCSIS 3.1 Device"/>
Number of Static Ips	<input type="text" value="0"/>	Business Web	<input type="text" value="No"/>



TELECOMMUNICATIONS
INFRASTRUCTURE SERVICES
SCS, AV, Sound Masking,
Security and Optical LAN

January 21, 2021

Customer Information

Quote: GSA

Project: One Potomac Yard

Revision: 1.1

Job Location: 2777 Crystal Drive, 12 Floor, Arlington VA

Pricing

(b) (4)



(b) (4)

(b) (4)

Contact Information

NET100 POC:

(b) (6)

Email: (b) (6) [@net100ltd.com](mailto:(b) (6)@net100ltd.com)

Phone: (b) (6) (Cell)

Client POC:

Erik Simmons

Email: erik.simmons@gsa.gov

Signature below indicates acceptance of the proposal detailed above (dated 1.21.2021) and intent to award.

Signature

Purchase Order / Contract Number

Printed Name

Title

Company



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Printer Toner Order

William Harrison (b) (6)

Wed, Feb 10, 2021 at 4:08 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, "erik.simmons@gsa.gov" <erik.simmons@gsa.gov>

Correct – thank you!

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Wednesday, February 10, 2021 4:07 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; erik.simmons@gsa.gov**Subject:** Re: Printer Toner Order

Ok, then 4 black cartridges and 1 cartridge for each color (3 colors) - Total of 7 cartridges?

On Wed, Feb 10, 2021 at 3:48 PM William Harrison (b) (6) wrote:

We go through Black much quicker than the others, but could we get a replacement for each of the other colors as well? That can't hurt.

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Wednesday, February 10, 2021 3:40 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; erik.simmons@gsa.gov**Subject:** Re: Printer Toner Order

Beau --- do you need all colors or just black?

On Wed, Feb 10, 2021 at 1:09 PM William Harrison (b) (6) wrote:

Could we please get 4 replacement cartridges?

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Wednesday, February 10, 2021 12:55 PM**To:** William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; erik.simmons@gsa.gov

Subject: Re: Printer Toner Order

How many do you want?

On Wed, Feb 10, 2021 at 12:52 PM William Harrison (b) (6) wrote:

Good afternoon – could we please place an order for some additional black toner for the following printer:

HP Color LaserJet Pro (b) (5)

Thanks,

Beau Harrison

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

4/5/2021

GSA.gov Mail - RE: Printer Toner Order

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: OTG12OFF-2102021-GAMAZON-\$682.33

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Feb 11, 2021 at 5:25 PM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Beau --- the cost for these 4 toner cartridges is \$397.56. We will place the order. Kathy

On Thu, Feb 11, 2021 at 3:20 PM William Harrison (b) (6) wrote:

Could we just do one of each of the colors for right now?

1 x Black Cartridge

1 x M,C,Y

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]

Sent: Thursday, February 11, 2021 3:14 PM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Fwd: OTG12OFF-2102021-GAMAZON-\$682.33

Beau -- the cost for the toners is \$682.33. This is for 4 black cartridges and 1 of each magenta, cyan, and yellow.

If you approve the cost I will request funding approval.

Thank you, Kathy

----- Forwarded message -----

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Date: Wed, Feb 10, 2021 at 5:02 PM

Subject: OTG12OFF-2102021-GAMAZON-\$682.33

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Elizabeth Cain - AD <ELIZABETH.CAIN@gsa.gov>

Good afternoon,

Please see the attached request from **Outgoing Presidential Transition** to place an order for - **Toner Supplies** - using the Presidential Transition Support Team purchase card.

I have reviewed the request and determined that this purchase is allowable within the purchase card regulations. I am requesting Director concurrence approval on this purchase.

Please review and, if approved, forward to the Funds Certifiers for funds certification and the appropriate lines of accounting.

Supporting documentation is attached _



U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: OTG12OFF-2102021-GAMAZON-\$682.33

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Feb 11, 2021 at 5:25 PM

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1 x Black Cartridge

1 x M,C,Y

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]

Sent: Thursday, February 11, 2021 3:14 PM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Fwd: OTG12OFF-2102021-GAMAZON-\$682.33

Beau -- the cost for the toners is \$682.33. This is for 4 black cartridges and 1 of each magenta, cyan, and yellow.

If you approve the cost I will request funding approval.

Thank you, Kathy

----- Forwarded message -----

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Date: Wed, Feb 10, 2021 at 5:02 PM

Subject: OTG12OFF-2102021-GAMAZON-\$682.33

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Elizabeth Cain - AD <ELIZABETH.CAIN@gsa.gov>

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Supporting documentation is attached _



U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)


[SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Review your order

Save your checkout settings as the default for future orders

☐ Use the selected group, shipping address, and payment method as my checkout defaults.

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Group

WPMABH (GSA)

[Change](#)

Shipping address [Change](#)

GSA-CHERYL WILLIAMS/BEAU
HARRISON
136 WOODBRIDGE RD
PALM BEACH, FL 33480-5012
United States

Phone: (b) (5)

[Edit delivery preferences](#)

[Ship to multiple addresses](#)



Or try Amazon Locker

20 locations near this address

Payment method [Change](#)



ending in (b) (5)

Billing address [Change](#)

GSA - PTST
1800 F ST NW ATTN CHERYL
WILLIAMS
RM B243
WASHINGTON, DC 20405-0001
United States

Add a gift card, promotion
code, or voucher

Enter Code

Apply

Place your order

By placing your order, you agree to the
[Amazon Business Accounts Terms and
Conditions](#) and [Amazon's privacy notice](#).

Order Summary

Items (7):	\$682.23
Shipping & handling:	\$0.00
Total before tax:	\$682.23
Estimated tax to be collected:	\$0.00

Order total: \$682.23

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Business order information [Change](#)

PO number

OTG12OFP-2102021

Business Prime Exclusive

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[Terms and Conditions](#) apply.

Items shipped from Amazon.com

Delivery: Feb. 15, 2021 If you order in the next 7 hours and 16 minutes ([Details](#))



HP (b) (5) | Toner Cartridge |
Magenta | W2113X | High Yield

\$100.89

& [FREE Returns](#)

Quantity: 1 [Change](#)

Sold by: Amazon.com Services LLC

Gift options not available.

Tax Exemption Applied. [Remove](#)



HP (b) (5) | Toner Cartridge | Black |
W2110X | High Yield

\$94.89

& [FREE Returns](#)

Quantity: 4 [Change](#)

Sold by: Amazon.com Services LLC

Gift options not available.

Choose your Prime delivery option:

☒ **Monday, Feb. 15**
FREE Prime Delivery

☐ **Tuesday, Feb. 16**
FREE Amazon Day Delivery
Set Amazon Day as your default delivery
option and get money back [Edit options](#)
We're unable to provide Amazon Day deliveries
on Monday, Feb. 15. We'll deliver on the nearest
available day.

Item arrives in packaging that shows what's inside and can't be hidden. If this is a gift, consider shipping to a different address.
Tax Exemption Applied. [Remove](#)

Business Prime Exclusive

Save when using Amazon Day! Get up to 1% back on eligible items shipped with Amazon Day when it's set as your default delivery option, up to the yearly cost of your organization's Business Prime membership fee. Need an item faster? You can still choose fast, FREE shipping at any time. [Terms and Conditions](#) apply.

Items shipped from Amazon.com

Delivery: Feb. 11, 2021 If you order in the next 5 hours and 1 minute ([Details](#))



HP b1 5 | Toner Cartridge | Yellow | W2112X | High Yield

\$100.89

& **FREE Returns**

Quantity: 1 [Change](#)

Sold by: Amazon.com Services LLC

Gift options not available.

Tax Exemption Applied. [Remove](#)

Choose your Prime delivery option:

☒ **Tomorrow, Feb. 11**

FREE One-Day Delivery

☐ **Tuesday, Feb. 16**

FREE Amazon Day Delivery

Set Amazon Day as your default delivery option and get money back [Edit options](#)

We're unable to provide Amazon Day deliveries on Monday, Feb. 15. We'll deliver on the nearest available day.



HP b1 5 | Toner Cartridge | Cyan | W2111X | High Yield

\$100.89

& **FREE Returns**

Quantity: 1 [Change](#)

Sold by: Amazon.com Services LLC

Gift options not available.

Item arrives in packaging that shows what's inside and can't be hidden. If this is a gift, consider shipping to a different address.
Tax Exemption Applied. [Remove](#)

Place your order

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All ▾ Enter keyword or product number



Departments

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COVID-19 Supplies

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EN

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Account for GSA

Lists

Business Prime

7

Shopping Cart

Subtotal (4 items): **\$397.56**

o k

Price

HP (b) (5) | Toner Cartridge | Cyan | W2111X | High Yield
\$100.89

In Stock

& FREE Returns

Gift options not available. [Learn more](#)

Qty: 1

[Delete](#)[Save for later](#)[Compare with similar items](#)
HP (b) (5) | Toner Cartridge | Yellow | W2112X | High Yield
\$100.89

In Stock

& FREE Returns

Gift options not available. [Learn more](#)

Qty: 1

[Delete](#)[Save for later](#)[Compare with similar items](#)
HP (b) (5) | Toner Cartridge | Magenta | W2113X | High Yield
\$100.89

In Stock

& FREE Returns

Gift options not available. [Learn more](#)

Qty: 1

[Delete](#)[Save for later](#)[Compare with similar items](#)
HP (b) (5) | Toner Cartridge | Black | W2110X | High Yield
\$94.89

In Stock

& FREE Returns

Gift options not available. [Learn more](#)

Qty: 1

[Delete](#)[Save for later](#)[Compare with similar items](#)Subtotal (4 items): **\$397.56**

Sponsored Products related to items in your cart

Brother Genuine Drum
9227 offers from **\$34.23**[See all buying options](#)LEMERO (NO Chip)
3**\$36.70**[See all buying options](#)Kolasels Compatible
\$17.99[See all buying options](#)EcoFrank Compatible
\$65.95[See all buying options](#)

Your Items

Saved for later (5 items)

[Buy it again](#)**\$18.57**

(b) (6)



KEXIN USB 3.0 Flash Drive 64 GB 10 Pack Flash Drive 3.0 Thumb Drive Jump Drive Memory Stick Data Storage Pen Drive Black

\$63.35

Quantity Price

Save \$4.00

[Clip Coupon](#)

In Stock

Admin note: This item may be prohibited for purchase due to Section 889, Part A of the FY19 NDAA. Please review the product details carefully prior to purchasing. See FAR Subpart 4.21 for more details ([https://acquisition.gov/far/subpart 4.21](https://acquisition.gov/far/subpart%204.21)).

& FREE Returns

[Delete](#) [Move to cart](#) [Move to Wish List](#)
[Compare with similar items](#)



SanDisk 64GB Ultra Flair USB 3.0 Flash Drive - SDCZ73-064G-G46, Silver

\$11.70

Used, Very Good

In Stock

Shipped from: Focus Camera LLC

We updated this item to the best offer currently available at Amazon. The price increased by \$1.11.
[Learn more](#)

[Delete](#) [Move to cart](#) [Move to Wish List](#)
[Compare with similar items](#)



Officemate OIC Achieva Side Load Letter Tray, Recycled, Black, 6 Pack (26212)

\$16.86

In Stock

Shipped from: Clean Supply

Admin note: This seller is a registered small business.

[Delete](#) [Move to cart](#) [Move to Wish List](#)
[Compare with similar items](#)



Paper Mate SharpWriter Mechanical Pencils, 0.7mm, HB #2, Yellow, 72 Count Pack of 3

\$38.60

In Stock

Shipped from: Shopping Mart

[Delete](#) [Move to cart](#) [Move to Wish List](#)
[Compare with similar items](#)

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Customers who shopped for HP (b) (5) | Toner Cartridge | Cyan | W2111X | Hig... also shopped for:



HP (b) (5) Toner Cartridge
306

8 offers from \$62.89

[See all buying options](#)



HP (b) (5) Toner Cartridge
121

5 offers from \$73.89

[See all buying options](#)



True Image Compatible
197

\$164.79

[Add to Cart](#)



Cool Toner Compatible
28

\$155.99

[Add to Cart](#)



HP (b) (5) Toner Cartridge
134

6 offers from \$73.89

[See all buying options](#)



True Image Compatible
225

\$105.69

[Add to Cart](#)



HP (b) (5) Toner Cartridge
121

8 offers from \$73.89

[See all buying options](#)



CMYBabee Compatible
124

\$105.69

[Add to Cart](#)

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Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Stamps.com Account

William Harrison (b) (6)

Wed, Feb 10, 2021 at 3:28 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Confirming approval for this cost – thank you!

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]

Sent: Wednesday, February 10, 2021 2:27 PM

To: William Harrison (b) (6); Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Stamps.com Account

Beau and Desiree ---

I wanted to confirm that you wanted to set up a Stamps.com account. The monthly cost is \$(b) (4) and the 12 month cost is \$181.26.

Please confirm you want the Stamps.com account set up and please provide approval of funds.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Follow up items

William Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Desiree Sayle (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Tue, Feb 23, 2021 at 2:35 PM

Thank you Kathy – could we please go ahead and add funds to the Stamps.com account?

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Tuesday, February 23, 2021 12:57 PM
To: William Harrison (b) (6)
Cc: Desiree Sayle (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Follow up items

Beau —

I wanted to follow up on a few items.

1. Comcast is having a project meeting Thursday afternoon so I hope to have a better date for connectivity on Friday.
2. Want to check that your Stamps.com and UPS accounts are active and you are able to access. Do you want to add funds to your Stamps.com account? We can add funds so you can use it at any time.
3. Stationary purchase is being processed. Will let you know when that is complete and an estimated delivery date.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Follow up items

William Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Desiree Sayle (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Tue, Feb 23, 2021 at 6:13 PM

Could we please start with \$5,000 added to the Stamps.com account?

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Tuesday, February 23, 2021 3:54 PM
To: William Harrison (b) (6)
Cc: Desiree Sayle (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Re: Follow up items

What amount do you want to start with?

On Tue, Feb 23, 2021 at 2:35 PM William Harrison (b) (6) wrote:

Thank you Kathy – could we please go ahead and add funds to the Stamps.com account?

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Tuesday, February 23, 2021 12:57 PM
To: William Harrison (b) (6)
Cc: Desiree Sayle (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Follow up items

Beau —

I wanted to follow up on a few items.

1. Comcast is having a project meeting Thursday afternoon so I hope to have a better date for connectivity on Friday.
2. Want to check that your Stamps.com and UPS accounts are active and you are able to access. Do you want to add funds to your Stamps.com account? We can add funds so you can use it at any time.

3. Stationary purchase is being processed. Will let you know when that is complete and an estimated delivery date.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) desk)

(b) (5) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Autopen Rental

William Harrison (b) (5)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Feb 12, 2021 at 4:31 PM

Approved – thank you

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Friday, February 12, 2021 3:37 PM
To: William Harrison (b) (5)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Autopen Rental

Beau --- sorry, the amount for the autopen rental and memory card is \$916.32. Please approve this amount instead.

Thank you, Kathy

On Fri, Feb 12, 2021 at 3:32 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- the autopen rental is being split 50/50 with the Outgoing POTUS and Outgoing VP Transition Offices. The rental amount for the OPOTUS is \$731.12.

Please approve this amount. This does not include the memory cards for the signatures.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

3/30/2021

GSA.gov Mail - RE: Autopen Rental

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Stationery Order

William Harrison (b) (6)

Fri, Feb 19, 2021 at 3:20 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Desiree Thompson (b) (6)

Hey Kathy and Kaitlyn – wanted to pass the attached invoice for Stationery over to you guys so that we can go ahead and start the purchasing process.

Desiree has been working with the Stationery Company to come up with exactly what we need, and we're ready to go ahead and make the purchase!

Please let us know what else is needed.

Thanks,

Beau Harrison



Inv_202117834_from_Artisan_2_Inc._515443_6284[1].pdf
73K

Artisan 2, Inc.

4313 Wheeler Avenue
Alexandria, VA 22304

In voice

Date	Invoice #
2/19/2021	202117834

Bill To
The Office of Donald J Trump 1100 S Ocean Blvd. Palm Beach, Florida 33480 ATTN: Desiree Sayle

Now accepting Major Credit Cards and Venmo:
(3% passthrough fee on all credit card charges)
Custom Dies are stored for 3 years.

P.O. Number	Job No.	Job Name	Terms	Send Invoice Via
		DJT&MT Stationery Package	Net 30	EMAIL

Quantity	Item Code	Description	Amount
14,500	Cards	DJT Black Font Stationery - A-8 Cards w/ A8 Envelopes & Executive & Monarch Letterhead - Engrave	(b) (4)
6,500	Cards	MT Gold Seal - A-6 Cards w/ A6 Envelopes & Executive & Monarch Letterhead - Engrave; DJT & MT Joint Executive Letterhead - Engrave	
17,500	Cards	Principles A8 Cards w/ A8 Envelopes - Engrave	
7,750	Cards	Misc. Special & Kraft Envelopes & A-6 Cards w/ A6 Envelope - Engrave	

--

Total	\$34,775.94
--------------	-------------

Balance Due	\$34,775.94
--------------------	-------------



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Request for Reimbursement -- Luna

William Harrison (b) (6)

Fri, Feb 12, 2021 at 1:58 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Nicholas Luna (b) (6)

Good afternoon,

Attached please find a formal request for reimbursement. Receipt is attached for reference.

- **Employee:** Nicholas Luna
- **Total:** \$74.89
- **Item:** 1 x Plastic Floormat
- **Justification:** Plastic Floormat will be used in the office under President Trump's Desk Chair

Please let me know if you have any questions.

Thanks,

Beau Harrison

2 attachments



45 Office -- Reimbursement Letter -- Luna.pdf
59K



Luna Receipt -- Desk Mat
2493K



February 12, 2021

To Whom It May Concern,

The Donald J. Trump Transition Team is requesting direct payment to transition team employee, NICHOLAS LUNA, using the direct deposit information on file for this employee.

This request for direct payment is for previously incurred expenses for specialty office supplies. The receipt for the supplies purchased is attached.

As a designee of the Outgoing President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,

(b) (6)

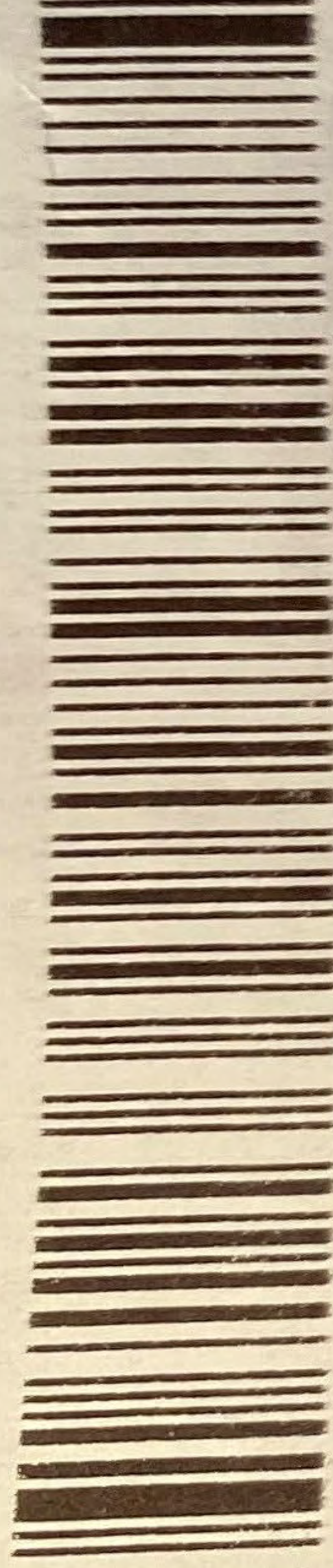
Beau Harrison

Office of Donald J. Trump

OfficeMax[®]

WEST PALM BEACH - (561) 687-2600

01/24/2021 5:08 PM



V2VT99PP4U5Y64RCM

SALE 102-2-7274-985397-21.1.3

142087 CHRMT, PILE, 45X 69.99 SS

EMP ID: 985397

Subtotal: 69.99

Sales Tax: 4.90

Total: 74.89

Amex 1000: 74.89

AUTH CODE 887245

TDS Chip Read

AID A000000025010801

TVR 0000008000

CVS No Signature Required

Shop online at www.officedepot.com

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ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

General Service Administration

AGENCY IDENTIFIER:

47

AGENCY LOCATION CODE (ALC):

ACH FORMAT:

☐ CCD+☐ CTX

ADDRESS:

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

ADDITIONAL INFORMATION:

PAYEE/COMPANY INFORMATION

NAME

Nicholas Luna

SSN NO. OR TAXPAYER ID NO.

(b) (6)

ADDRESS

(b) (6)

CONTACT PERSON NAME:

TELEPHONE NUMBER:

(b) (6)

FINANCIAL INSTITUTION INFORMATION

NAME:

(b) (6)

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

()

NINE-DIGIT ROUTING TRANSIT NUMBER:

(b) (6)

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

(b) (6)

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

☒ CHECKING☐ SAVINGS☐ LOCKBOX

(b) (6)

TELEPHONE NUMBER:

(b) (6)

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U.S. General Services Administration

February 24, 2021

Mr. William B. Harrison
1100 S. Ocean Blvd.
Palm Beach, FL 33480

Dear Mr. Harrison,

The General Services Administration (GSA) has reviewed the request for direct payment to a transition team employee for previously incurred expenses for specialty office supplies. GSA has also reviewed the receipts associated with the purchase.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is \$74.89. Documentation supporting this calculation is attached.

I have verified that you are a designee of the Donald J. Trump Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to Nicholas Luna in this amount for processing.

Thank you,

Kathleen K. Geisler
Director
Outgoing Transition



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Request for Reimbursement -- Luna

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Mar 1, 2021 at 3:38 PM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Nicholas Luna (b) (6)

Beau ---

As requested, GSA has reviewed the request for direct reimbursement and the associated receipt. Please see the attached approval letter. The direct reimbursement will be sent electronically to Nicholas Luna.

Thank you, Kathy

On Fri, Feb 12, 2021 at 1:59 PM William Harrison (b) (6) wrote:

Good afternoon,

Attached please find a formal request for reimbursement. Receipt is attached for reference.

- **Employee:** Nicholas Luna
- **Total:** \$74.89
- **Item:** 1 x Plastic Floormat
- **Justification:** Plastic Floormat will be used in the office under President Trump's Desk Chair

Please let me know if you have any questions.

Thanks,

Beau Harrison

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) desk)
(b) (6) (cell)

3 attachments

Luna receipt.jpg
2487K



<https://mail.google.com/mail/u/0?ik=3e7c2c04a0&view=pt&search=all&permmsgid=msg-a%3Ar-6373501296841712973&simpl=msg-a%3Ar-6373501...> 2/2



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Supplies Order -- ULine

William Harrison (b) (6)

Mon, Mar 1, 2021 at 3:02 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Hey Kathy and Kaitlyn – could we please place an order for the supplies listed below:

- 13 Inch x 16 Inch – 4 Mil Industrial Poly Bags

Quantity: 1,000

Link: <https://www.uline.com/Product/Detail/S-2647/Flat-Poly-Bags/13-x-16-4-Mil-Industrial-Poly-Bags>

- 26 Inch x 19 Inch x 14 Inch – Clear Industrial Totes

Quantity: 30

Link: <https://www.uline.com/Product/Detail/S-23361/Totes-Plastic-Storage-Boxes/Clear-Industrial-Totes-26-x-19-x-14>

Please let me know if you have any questions.

Thanks,

Beau Harrison



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: ULINE Quote**William Harrison** (b) (6)

Mon, Mar 15, 2021 at 9:09 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved - thank you!

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, March 15, 2021 8:09:21 AM**To:** Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Cc:** William Harrison (b) (6) Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: ULINE Quote

Beau --- do you approved the \$1995.71 for the totes and poly bags including shipping?

On Fri, Mar 12, 2021 at 10:46 AM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Good morning,

The pricing to include shipping is **\$1995.71**.

On Fri, Mar 12, 2021 at 10:19 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- Good morning. Following up on your request for totes and poly bags. Subtotal for the totes and poly bags is \$1832. This does not include shipping fees. Please approve the amount and confirm this is correct items for purchase.

Thank you, Kathy

----- Forwarded message -----

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Date:** Fri, Mar 12, 2021 at 10:09 AM**Subject:** ULINE Quote**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good morning Kathy,

Please verify that these are the items requested. I am creating the package to send up for certification:

Poly Bags:<https://www.uline.com/Product/Detail/S-2647/Flat-Poly-Bags/13-x-16-4-Mil-Industrial-Poly-Bags?keywords=13%22x16%22+4m+Industrial+poly+bags>**Industrial Totes:**<https://www.uline.com/Product/Detail/S-23361/Totes-Plastic-Storage-Boxes/Clear-Industrial-Totes-26-x-19-x-14>The total sub-total thus far is **\$1832.00**. Shipping fees, if any, are not included in this price.

--

—

**U.S. General Services Administration****Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

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(b) (6) (desk)
(b) (6) (cell)



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: CORT Furniture / Partial Return - Palm Beach, FL

William Harrison (b) (6)

Wed, Mar 3, 2021 at 11:33 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

This expense is approved - I'll get you full details on what all is being picked up by the end of the week! Thank you

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Wednesday, March 3, 2021 11:31:43 AM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>**Subject:** Re: CORT Furniture / Partial Return - Palm Beach, FL

Beau --- please approve the pick fee so we can do a funding request.

Kristina --- Thank you for the information.

Cheryl --- FYI -- we will be getting a revised rental agreement.

Thank you, Kathy

On Wed, Mar 3, 2021 at 11:17 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good morning Beau,

Per our discussion yesterday we have reached out to CORT regarding the request of a partial return of the furniture. They don't see a problem picking up next Friday March 12th and would need an exact quantity of items before the end of business this Friday March 5, 2021 for scheduling and quoting purposes. We will also need the details related to access onto the property as well as a point of contact for that day to provide to the drivers.

Items needed and/or confirmed

Quantity & Description (i.e. 5 desks, 2 chairs)

Point of contact for pick up date (name & phone #)

Property access instructions and/or restrictions

Pick up date confirmed (Tentative date of March 12th)

Please note there will be a \$250 pick up fee and the revised rental agreement prices will be adjusted based on the quantity of items to remain with a current contract expiration of July 20, 2021.

Please let me know if you have any questions or concerns.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

kristina.schroeder@gsa.gov

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Kathleen K. Geisler
Director

3/30/2021

GSA.gov Mail - Re: CORT Furniture / Partial Return - Palm Beach, FL

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)



CORT Request for Proposal

CRT Government Department (888) GSA-CORT govsales@cort.com



Today's Date: 03/05/21

Proposal: GSA030321 LW-2

Trans: Pick Up

CUSTOMER INFORMATION	
Department:	
Agency:	General Services Administration
Contact Name:	Sheila Quigley-Martinez
E-Mail:	sheila.quigley-martinez@gsa.gov
Phone:	(b) (6) (m)
Fax:	
Customer Type:	Government

BILL TO ADDRESS	
Address 1:	CORT Gov't Accts Dept
Address 2:	PO Box 3536
City:	Capitol Heights
State:	MD Zip Code: 20791

CORT INFORMATION	
CORT District:	12 SOUTH FLORIDA
District Phone:	
CORT Contact:	(b) (6)
E-Mail:	(b) (6) @cort.com
Office Phone:	(b) (6)
Cell Phone:	
Fax:	

SHIP TO ADDRESS	
Address 1:	1100 S Ocean Blvd.
Address 2:	
City:	Palm Beach
State:	FL Zip Code: 33480

RENTAL INFORMATION			
Billing Method:		PO Number:	
Rental or Sale:	Rental	Residential/Office:	Office
Delivery Date:		City Price Level:	0
		Purchase Option:	
		Lease Term:	

SKU	Qty	Description	Rent Each	Monthly Rent
		Items to be Picked Up:		
6604592	6	TRAINING TABLE TOP 24X60, WHITE LAMINATE		
6604595	6	SET OF TRAINING TABLE LEGS, GREY		
		The above list of items for pickup is subject to change, based on customer request.		
		Credit, if applicable, will be applied to the lease for items picked up once they have been returned to warehouse inventory.		
		Because the term of the lease has not been fulfilled, any items returned will be subject to a re-rate of the rental amount for those items.		
		A signed copy of this quote and a completed cc form for the charges below will be required a minimum of 2 business days prior to the pickup date.		
		The one-time charges below are for local service, to be provided by CORT personnel during normal business hours Monday through Friday.		

IMPORTANT NOTES

Items listed are subject to stock availability.

GSA Contract Terms and Conditions apply.

These prices are good for 30 days from the date of the quote.

Additional 1% discount from monthly base rent is available when using a government credit card. Note Based upon delivery location, payment by card may require completion of a tax exemption certificate.

You must give CORT at least 14 days written/verbal notice prior to scheduling a pick up.

GSA Schedule GS-03F-093DA
Cage Code 3UPV6

DUNS 071078786
TIN 14-1543982

Federal Agent's

Authorizing Signature: _____

Print Name: _____

Position/Title: _____

Furniture Rental Charges:

Sub-Total:	\$	-
1% Discount for Credit Card:	\$	-
Monthly Base Rent:	\$	-
Total Monthly Base Rent:	\$	-
Lease Term (Months):	\$	-
Total Rental Charges:	\$	-

One Time Charges:

System Install & Tear Down:		
Delivery, Set-Up, & Final Pick-Up:	\$	250.00
Partial Pickup Fee:		
Total One Time Charges:	\$	250.00

Total Contract Charge (Rental and One Time Charges):

\$ 250.00



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Request for Reimbursement -- Molly Michael

William Harrison (b) (6)

Wed, Mar 3, 2021 at 12:43 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Molly Michael (b) (6)

Good morning,

Attached please find a formal request for reimbursement. Receipt is attached for reference.

- Employee: Molly Michael
- Total: \$43.30
- Items: 3 x High Quality Photo Paper
- Justification: High Quality Photo Paper needed for President Trump's briefing materials

Please let me know if you have any questions.

Thanks,

Beau Harrison

c. (b) (6)

3 attachments



Molly Michael - Staples Receipt.jpg
3309K



45 Office -- Reimbursement Letter -- Molly Michael.pdf
108K



ACH SF3881-03[1].pdf
346K



March 2, 2021

To Whom It May Concern,

The Donald J. Trump Transition Team is requesting direct payment to transition team employee, **MOLLY MICHAEL**, using the direct deposit information on file.

This request for direct payment is for previously incurred expenses for specialty office supplies. The receipt for the supplies purchased is attached.

As a designee of the Outgoing President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,

(b) (6)

Beau Harrison
Office of Donald J. Trump



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Re: Request for Reimbursement -- Molly Michael

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Mar 24, 2021 at 11:46 AM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Molly Michael (b) (6)

Beau ---

As requested, GSA has reviewed the request for direct reimbursement and the associated receipt. Please see the attached approval letter. The direct reimbursement will be sent electronically to Molly Michael.

Thank you, Kathy

On Wed, Mar 3, 2021 at 12:46 PM William Harrison <(b) (6)> wrote:

Good morning,

Attached please find a formal request for reimbursement. Receipt is attached for reference.

- Employee: Molly Michael
- Total: \$43.30
- Items: 3 x High Quality Photo Paper
- Justification: High Quality Photo Paper needed for President Trump's briefing materials

Please let me know if you have any questions.

Thanks,

Beau Harrison

c. (b) (6)



Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)

3 attachments

Molly Michael - Staples Receipt (1).jpg
3309K



-  **Molly Michael Reimbursement - GSA Letter.pdf**
128K
-  **45 Office -- Reimbursement Letter -- Molly Michael (1).pdf**
108K



U.S. General Services Administration

March 23, 2021

Mr. William B. Harrison
1100 S. Ocean Blvd.
Palm Beach, FL 33480

Dear Mr. Harrison,

The General Services Administration (GSA) has reviewed the request for direct payment to a transition team employee for previously incurred expenses for specialty office supplies. GSA has reviewed the receipts associated with the purchase.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is \$43.30. Documentation supporting this calculation is attached.

I have verified that you are a designee of the Donald J. Trump Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to Molly Michael in this amount for processing.

Thank you,

Kathy Geisler
Director
Outgoing Transition



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

RE: Travel

William Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Mar 5, 2021 at 11:35 AM

Fantasc – thank you. Will we still need that same authorization code when booking flights?

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Friday, March 5, 2021 11:33 AM
To: William Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Travel

Beau --- this is approved. Kaitlyn will support the travel logistics, if you need it. Thank you, Kathy

On Fri, Mar 5, 2021 at 10:08 AM William Harrison (b) (6) wrote:

Good morning Kathy – President Trump is going to continue his official schedule consisting of meetings on the topic of closing out his official “POTUS” Office from his secondary residence in New York City.

We are requesting the necessary funding so that we might be able to provide him the staff support that is required.

- (b) (6)

- Traveling up to New York City one day in advance to handle logistics for the visit. (Motorcade logistics, office space, private apartment, etc...)
- Will need flights and hotel arrangements

- Molly Michael – will travel up to New York

- Will travel with President Trump as his assistant
- Will only need hotel arrangements

Please let me know if there are any concurring issues here. It would be great if we could get (b) (6) travel booked as that flight leaves tomorrow morning!

Thanks,

Beau Harrison

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Friday, March 5, 2021 9:00 AM
To: William Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Travel

Beau --- it is not clear that this is associated with Transition functions. Please clarify the need for (b) (6) travel so we can have this approved by our Counsel's office. Thank you, Kathy

On Thu, Mar 4, 2021 at 8:36 PM William Harrison (b) (6) wrote:

Hey Kaitlyn – yes, we are planning to use Presidential Transition Funds for this trip. President Trump is planning to travel to New York on Sunday evening for meetings and potential interviews on Monday and Tuesday. He will be traveling on his own aircraft and staying at his own apartment in New York City.

Could we please get authorization to book travel for (b) (6)? His airfare was just canceled because we did not have that Authorization code that I emailed about earlier. He is planning to travel up a day early to Advance the visit and handle the logistical side of things.

Thanks,

Beau

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Date: Thursday, March 4, 2021 at 7:34 PM
To: William Harrison (b) (6)
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Subject: Re: Travel

Good evening Beau,

Are you planning on using Presidential Transition funds for the Former President's travel? If so, this will need to be sent to our Office of General Counsel to determine if the funds can be used.

Can you please send the purpose of the trip over and any other details?

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Mar 4, 2021 at 5:16 PM William Harrison (b) (6) wrote:

The Ad Trav people are asking for an approval code of at least 8 digits or numbers – do you all have that information?

From: Kaitlyn Schneider - QMDDD [mailto:kaitlyn.schneider@gsa.gov]

Sent: Thursday, March 4, 2021 3:53 PM

To: William Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Subject: Re: Travel

Good afternoon Beau,

No problem - we will get him added. Do you have any travel expected in the near future?

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Mar 4, 2021 at 2:44 PM William Harrison (b) (6) wrote:

Hey guys - could we please add (b) (6) to the authorized staff for travel booking?

Thanks,

Beau

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)